



BUTTE COUNTY  
Established Date: Feb 8, 2005  
Revision Date: Jan 2, 2016

# Administrative Analyst

Class Code:  
1026

Bargaining Unit: Butte County Management  
Employees Association

## SALARY RANGE

\$24.75 - \$33.16 Hourly  
\$1,980.00 - \$2,652.80 Biweekly  
\$4,290.00 - \$5,747.73 Monthly  
\$51,480.00 - \$68,972.80 Annually

## SUMMARY:

Under general supervision, performs analytical work to assist department management in resolving budget, administrative, and management issues; develops recommendations and write reports.

**FLSA: Exempt**

## DISTINGUISHING CHARACTERISTIC:

Administrative Analysts are expected to understand County budgets, policies, and procedures; serves as a resource to department management; reports to a director or supervising analyst.

## ESSENTIAL JOB FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Monitors budget and expenditures for programs and department; prepares and reviews personnel actions, agenda items, budget changes, and other administrative functions to assure compliance with County goals and policies.
- Collects, compiles, and analyzes data and information; develops recommendations; prepares and presents reports to department management.
- Coordinates the annual County budgeting process; monitors the budget cycle, sets department submittal timelines, organizes documentation, and coordinates the formal submittal process.
- Reviews and analyzes annual budget proposal for compliance with department goals; consults with department management, formulates and develops recommendations, and writes reports.

- Identifies alternative funding sources and coordinates grant applications; monitors and reconciles grant funds, and tracks results and expenditures for compliance to department policies and goals.
- Analyzes trends and issues; resolves concerns and problems of departments.
- Performs a wide range of technical, analytical, and general administrative duties.
- Researches, audits, and analyzes technical transactions and financial models to resolve questions and validate data.
- Coordinates information and assures effective communications between departments; clarifies and reconciles issues relating to department funds, grants, budgets, and accounting procedures.
- Provides and explains technical and financial information to external agencies and County staff and management.
- Develops recommendations in response to revised regulations including analysis of proposed legislation, and new program and fiscal mandates.
- Performs other related duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of government accounting, budget administration, and program development.
- Ability to learn Butte County organization, operations, policies and procedures, and accounting and budgeting systems.
- Knowledge of the basic principles of recordkeeping, case files, and records management.
- Knowledge of project and grant management principles and techniques.
- Knowledge of principles and practices of accounting and mathematical computations.
- Knowledge of principles and techniques of statistical modeling and public sector budgets.
- Knowledge of business and personal computer hardware and software applications.
- Knowledge of business English usage, spelling, grammar, and punctuation.
- Skill in reading, interpreting, understanding, and applying accounting standards and procedures.
- Skill in reading, understanding, and applying relevant County, State and Federal statutes, rules, ordinances, codes, regulations, administrative orders, and other governing regulations.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with department staff and other County employees.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in analyzing problems, identifying solutions, recommending and implementing methods, procedures, and techniques for resolutions.

### **MINIMUM REQUIREMENTS-EDUCATION, CERTIFICATIONS AND LICENSES:**

(Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be considered for this requirement. Any combination of education and experience that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be):

- Possession of a Bachelor's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field AND one (1) year experience in fiscal, administrative, human resources, or management analysis; **OR**

- Possession of an Associate's degree or completion of sixty (60) or more units with major coursework in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field AND one (1) year experience in fiscal, administrative, human resources, or management analysis; **OR**
- High school diploma or GED certificate AND three (3) years of experience in fiscal, administrative, human resources, or management analysis, with one year of qualifying experience being with Butte County.
- Valid State of California driver's license may be required.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk/Recorder.

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in an office environment.

**EQUIPMENT AND TOOLS UTILIZED:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, and standard office equipment.